

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/25/2019	Set BCCL and PCC screens to print checks on 6/26/19 . All requisitions for the final check run must be submitted in CMCS prior to 11:30 am on/or before June 28, 2019 to be approved/updated.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/25/2019	All transfers will need to be in the submitted status by 11:30 am on/or before June 28, 2019 to be approved/updated.
GENERAL FUND TAX and NON-TAX REVENUES	6/28/2019	Certifications of Deposit must be entered in CMCS by 1:45 pm on/or before June 28, 2019 to be approved/updated in the 2018-2019 fiscal year.
CMCS YEAR END CLOSE	7/1/2019 (AM)	2018-2019 CMCS data base will be closed at 8:30am on July 1, 2019. System will be unavailable. <i>Any requisitions and transfers that are not approved and updated on June 28, 2019 will be automatically deleted from the 2018-2019 CMCS database during the system outage on July 1st. These deleted transactions will have to be re-entered into CMCS on or after July 1, 2019.</i>
CMCS NEW YEAR OPEN	7/1/2019 (PM)	2019-2020 CMCS data base is open.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/1/2019	June transactions can entered with a setback date in CMCS up until July 31st
CASH CARRYFORWARD ENTRIES	July 2019	OSBM will determine
JUNE BUDGET REPORTS	7/16/2019	June budget reports should be certified with OSC on/or before July 16, 2019. Date is subject to cash carryforward approval.